



**WINDSOR  
UTILITIES  
COMMISSION**

**REGULAR MEETING OF THE COMMISSION**

**THURSDAY, JANUARY 28, 2010**

A meeting of the Windsor Utilities Commission was held on Thursday, January 28, 2010 in the Boardroom at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 10:12 a.m.

**PRESENT:**

Chair Ken Lewenza, George Sandala, Rocco Lucente, Karen Behune Plunkett, Ron Jones, Jim Drummond, Bill Marra (via teleconference), Steve Vlachodimos, General Manager John Wladarski, Chief Operating Officer John Stuart, Chief Financial Officer Victoria Zuber, Director of District Energy Veronica Friesen, Director of Operations David Melnyk, City of Windsor Tony Ardochini, Resident Alex Foley, CBC Radio Gino Conte, AM800 CKLW Patty Handysides, Windsor Star Dave Battagello, Blackburn Radio Adelle Loiselle, A-News Lori Bere, Recording Secretary Wendy Howlett.

Regrets: Mayor Francis, Loretta Stoyka

There being a quorum, the Chair called the meeting to order.

**APPROVAL OF THE AGENDA**

Moved by R. Jones

Seconded by J. Drummond

That the agenda be approved as presented. Hard copies of Agenda Item 8 (B) "Draft 2010 Budget" were circulated.

**DECLARATION OR CONFIRMATION OF CONFLICT OF INTEREST(S)**

Nil.

**MINUTES OF MEETING**

Moved by J. Drummond

Seconded by G. Sandala

That the Commission approve the minutes of the Commission meeting held December 10, 2009.

- CARRIED

Moved by G. Sandala

Seconded by R. Jones

That the Commission approve the December 10, 2009 minutes of the Meeting to Convene In-Camera.

- CARRIED

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**DELEGATION**

Resident Alex Foley spoke to Agenda Item 8 (B). The Chair thanked him for his speech and issued an invitation to meet following the Commission meeting.

**CORRESPONDENCE/INFORMATION**

Moved by R. Jones

Seconded by J. Drummond

That the Commission receive as information the correspondence as presented.

- CARRIED

**MANAGEMENT/ADMINISTRATIVE REPORTS**

The Chief Operating Officer's Report (Appendix "A") covered the following topics:

1. Lead Service Update
2. Bill 238
3. SCADA Upgrade
4. MV/LV Upgrade
5. Filter Replacement
6. ACE 2010 Conference
7. 2019 – 2014 Goals and Objectives

Also received was the Director of Operations Report.

Moved by G. Sandala

Seconded by J. Drummond

That the Commission receive all Management/Administrative reports as presented.

- CARRIED

Questions/clarification arising from the reports included the following:

G. Sandala commented on the statistical data pertaining to service and main breaks presented in the Director of Operations Report. The benefits of the repair and replacement programs are clear, as evidenced by the decrease in the number of breaks.

**OTHER**

**GOVERNANCE AND HUMAN RESOURCES**

**Minutes of Meeting**

Moved by K. Plunkett

Seconded by R. Jones

That the Commission receive as information the draft minutes of the Governance and Human Resources Committee meeting of December 18, 2009.

- CARRIED

**Report #1 p. 41**

Moved by R. Jones

Seconded by R. Lucente

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That the following motion be adopted as amended:

That a request be made to the General Manager of the Windsor Utilities Commission for a signed copy of the July 2007 Managed Services Agreement between *ENWIN* and Windsor Utilities Commission, and that this be made available for circulation at the January 28, 2010 meeting of the Commission. - CARRIED

Report #2

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the following motions be deferred pending clarification of the requested information:

- I) That the General Manager of the Windsor Utilities Commission be directed to provide all Commission members of the Windsor Utilities Commission with the assessments of senior management (including the 19 positions outlined in the attached listing provided by the General Manager of WUC) in the organizational structure, and that the Commissioners be allowed to provide input on these assessments, and further, that the performance appraisal for the General Manager of the Windsor Utilities Commission be undertaken by the Commissioners, to be coordinated through the Governance and Human Resources Committee.
- II) That the General Manager of the Windsor Utilities Commission be directed to provide all Commission members of the Windsor Utilities Commission with job descriptions for top management (including the 19 positions outlined in the attached listing provided by the General Manager of WUC) in the organizational structure.

- CARRIED

Report #3

Moved by J. Drummond

Seconded by K. Behune Plunkett

That the Commission be encouraged to use the same style/format as used by the Corporation of the City of Windsor in terms of "Performance Appraisal and Development Plan" for the General Manager and Senior Executives at the organization.

- CARRIED

Report #4

Moved by J. Drummond

Seconded by R. Lucente

That a request be made to *ENWIN's* Human Resources Department regarding their procedure for the circulation and completion of performance appraisal forms, to allow the Committee to review this methodology and provide any recommendations if necessary.

- CARRIED

Report #5

Moved by G. Sandala

Seconded by R. Lucente

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That the following motion be deferred until such time that By-Law #89 is ready for review and approval.

That the Commission adopt the draft "Windsor Utilities Commission – Accountability and Transparency Policy", as presented.

- CARRIED

Report #6

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the Commission be encouraged to adopt recommendations similar to those made by the Integrity Commissioner for Windsor City Council in terms of restricting the attendance of staff at in-camera meetings to the Commissioners, Corporate Secretary, General Manager, Chief Operating Officer, Chief Financial Officer and Recording Secretary only, and the requirement for additional staff on an as-needed basis only, as identified by the Chair.

- CARRIED

**GOALS AND OBJECTIVES**

Moved by K. Behune Plunkett

Seconded by R. Lucente

That the Commission receive as information the Executive Status Summary of the 2009 to 2014 Critical Elements, as of December 31, 2009.

- CARRIED

**FINANCIAL BUSINESS**

**AUDIT AND FINANCE COMMITTEE REPORT**

Moved by G. Sandala

Seconded by R. Jones

That the Commission receive as information the verbal Audit and Finance Committee Report as provided by Commissioner Sandala.

– CARRIED

**DRAFT 2010 BUDGET – J. WLADARSKI/V.ZUBER**

Moved by G. Sandala

Seconded by R. Lucente

1. That the Commission approve the WUC 2010 operating budget of \$41,434,189.

-CARRIED

Moved by R. Lucente

Seconded by G. Sandala

2. That the following motion be DEFERRED until such time that public education sessions have been held:

That the Commission approve of the proposed rate increase illustrated on page 3 as Option A, representing a 10% increase to the average residential bill annually for each of 2010, 2011 and 2012.

- CARRIED

Moved by G. Sandala

Seconded by J. Drummond

3. That the Commission pre-approve the amount of \$12,000,000 relative to the proposed 2010 capital budget of \$19,600,000.

- CARRIED

**NEW BUSINESS**

**COMMISSIONERS' QUESTIONS AND STATEMENTS**

R. Jones brought forward customers' concerns regarding water bills being reassessed after their faulty water meters have been replaced, noting that some bills are in excess of \$1,000. J. Wladarski responded that sewer charges are also recouped, and that WUC is open to negotiating with customers to spread the recovery payments over a period of up to a year.

Management was requested to provide a report detailing the revenue recovered from this program. It was also suggested that customers be notified of the possibility of receiving catch-up bills in the event that their meter is found to be faulty.

**TERMINATION OF MEETING**

There being no further business, it was Moved by R. Jones, Seconded by J. Drummond

That the meeting terminate at 11:20 a.m.

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Recording Secretary

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Chair